



**West Alabama Christian School
and
Preschool Enrichment Program**

*1504 Cardinal Street
Demopolis, Alabama 36732
Phone: 334-289-0902*



Dear Parents:

On behalf of the faculty, staff and the members of Fairhaven Baptist Church, I welcome you to West Alabama Christian School and Preschool Enrichment Program. Whether you are a returning parent or a new parent, I am excited to begin this journey with you.

We, faculty and staff of West Alabama Christian School and Preschool Enrichment Program, feel a great responsibility for every boy and girl the Lord has sent our way. I applaud you for placing value not only on your child's beginning education but also on his or her spiritual growth. It is my goal and the goal of those that are working closely with WAC to provide an alternative education to Demopolis, Alabama. While I am committed to bring you and your child the most advanced educational curriculum I can find, my first priority is to make sure that WAC sets an example of good Christian leadership that will be the lighthouse that guides many to Christ. With each child, it is the stakeholder's commitment to build a Biblical worldview to combat the secular worldview of our day.

I look forward to working with you and your child. Please feel free to ask questions and give suggestions. It is an exciting time for the City of Demopolis and its neighbors. May we be good stewards and willing servants to serve our risen Savior through educating tomorrow's leaders to be all that they can be for His glory.

Yours in Christ,

Roni Long

Roni Long
Principal/Administrator

HANDBOOK FOR PRESCHOOL

INTRODUCTION AND PHILOSOPHY

Introduction

West Alabama Christian School and Preschool Enrichment Program are an integral part and a ministry of Fairhaven Baptist Church of Demopolis, Alabama. This handbook was written and adopted by the School Board of West Alabama Christian School and Preschool. The entire document is considered Official School Policy. The school reserves the right to change portions of this document through the course of the school year as is necessary. Parents/ guardians will be given prompt notification should changes occur.

West Alabama Christian School's Board governs WAC. This governing body is made up of responsible Christian men and women, whose function is to set policy for the operation of West Alabama Christian School.

As a private Christian school, West Alabama Christian reserves the right to deny admission to any student. Furthermore, West Alabama Christian reserves the right to ask any student to leave at any time for any reason when the administration believes it is in the best interest of the school; this includes the right not to allow a student to return for the next school year.

NOTICE OF NON-DISCRIMNATORY POLICY TO STUDENTS

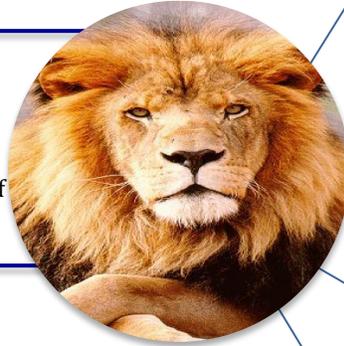
AACS 7.1.11.1

West Alabama Christian School enrolls students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or other school administered programs.



West Alabama Christian CORE VALUES

West Alabama Christian is grounded in the truth that Jesus Christ is Lord of all; therefore, all subjects and activities are designed to lead students to fuller service of Christ, His Church, and the world.



Partner with Christian Parents

West Alabama Christian School embraces the biblical responsibility entrusted to parents to nurture and educate their children and supports the partnership between families and their local church. (Ephesians 6: 1-4)

Academic Excellence

West Alabama Christian provides an environment for students to excel in every facet of learning and holds them accountable for their efforts. (Col. 3:23)

Biblical World View

West Alabama Christian integrates a biblical perspective into all aspects of the school experience so that students may view life from God's frame of reference. (II Cor. 10:5, Romans 12:2)

Christ-like Influence

West Alabama Christian equips students to be leaders in every arena of life to influence our society and our world for God's glory. (Matthew 5:13-16)

Christ-like Character Development

West Alabama Christian School trains both the heart and mind of students in the development of godly wisdom so they may reflect the character of Jesus Christ in everything they do. (Phil 2:5)

The Mission of West Alabama Christian School:

To glorify God by providing a Christ-centered quality education that enhances a student's potential to impact the world for Christ.

BOARD MEMBERS, TEACHERS AND STAFF

TEACHERS AND STAFF

Preschool Teachers

Ronnell Chaney
Trinesa Davis
Rickie Ann Elliott
Nadine Garner
Deidra Moore
Elizabeth Milam
Kayley Pendergrass
Jean Rhodes
Allison Snow, Lead Teacher
Carol Sullivan
Latrivette Williams

School Teacher

Rhonda Hatcher, K4 Kindergarten
Toya Fluker, K5 Kindergarten
Jenny Foxhall, 1st / 2nd Grade
Laurice Thomasson, 3rd / 4th Grade
Jenna Gresham, 5th / 6th Grade

Staff

Roni Long – Principal/Administrator
Heather Basinger – Administrative Assistant
Donna Hoven – Cafeteria Manager
Scott Stevens – Pastor

WAC'S MISSION STATEMENT

AACS 4.1.3

West Alabama Christian seeks to glorify God by providing a Christ centered quality education that enhances a student's potential to impact the world for Christ.

STATEMENT OF SCHOOL FAITH

- 1. The Scriptures:** We believe that the entire Bible, all 66 books of the combined Old and New Testaments are verbally inspired by God and are inerrant in the original writings. Through the providence of God, the Word of God has been protected and preserved, and is the only infallible rule of faith and practice (2 Timothy 3:16-17; 2 Peter 1:20-21).
- 2. God:** We believe that there is only one true, living sovereign, holy and eternally existent God. He exists in three co-equal persons—Father, Son and Holy Spirit – each being a distinct person and with a distinct function, but all of one essence and all possessing the same nature, perfection, and attributes. The triune God is the creator and sustainer of all things, the source of all truth, and is worthy of worship confidence, and obedience. (Deuteronomy 6:4-5; Genesis 1:31)
- 3. Jesus Christ:** We believe that Jesus is God. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross to pay the debt for our sins, was buried, bodily resurrected, ascended to the right hand of the Father, and will return literally, visibly, and personally in glory and power. (John 1:1-3, 14; Matthew 1:18-25; Philippians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11)
- 4. Holy Spirit:** We believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convictor of sin, the chief agent of regeneration and sanctification. The Holy Spirit lives within every believer and empowers every believer to live a godly life. (John 14:16-19; 16:7-15; 1 Corinthians 6:19-20; Romans 8:9,11; Titus 3:5)
- 5. Mankind:** We believe that in the beginning God created mankind in his image, and is not in any sense the product of evolution. Mankind was originally created with the ability to live perfectly for God's glory. (Genesis 1:27,31)
- 6. Sin:** We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Every person's sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God. (Genesis 3:1-24; Romans 3:10-23; 5:12-21; 6:23)
- 7. Salvation:** We believe that salvation of lost and sinful people is a free gift from God's grace apart from human works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received only through faith in the person and finished of Jesus Christ on the cross and His resurrection from death. (Ephesians 2:8-10; 2 Corinthians 5:21)

8. **The Church:** We believe that the church is the body of Christ and the family of God. It is made up of saved and baptized believers, who regularly join together for worship, fellowship, and ministry. (Matthew 28:18-20; 1 Corinthians 12:12-14; Hebrews 10:25)
9. **Evangelism:** We believe that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples. (Matthew 28:18-20; Acts 1:8)
10. **The Home:** In addition to these important beliefs, we also believe that God has given the parents and the home the responsibility to bring up their children in the nurture and admonition of the Lord. (Ephesians 6:4; Proverbs 22:6) We believe that a consistent and whole education will occur when home, church and school work closely together and are in agreement on the basic concepts of life.

CHRISTIAN PHILOSOPHY OF EDUCATION

AACS 4.1.1

Christian education is based upon God and those absolutes established by Him. God sustains a systematic order from the vastness of space to microscopic creation. In the physical, mental, and spiritual realms, God is the Heavenly Father.

Origins

God planned and created all things. Life was no accident. Plant, animal, fish, fowl, and man are all created and sustained in their own order and are not an end to themselves but are all working into God's plan. Genesis 1:1

Man

God created man in His image. Man has a never-dying soul and is responsible to God in all matters. Eternal life is available to all men through faith in Jesus Christ as Savior and Lord.

Society

When honored, God's laws guide man's relationships and result in justice and morality. Under Biblical principles, man has rights of individual decision resulting in personal responsibility.

Education

Education begins with the promise that God is and ever shall be. When one is properly oriented, he discovers that life is a wonderful part of a great plan that involves time and eternity. The school, church, and home should work hand in hand to develop the whole child: body, soul and spirit.

OUR OBJECTIVES IN EDUCATING YOUR CHILD

AACS 4.1.2

1. To prepare children spiritually by instilling in them a love for the Lord Jesus Christ, God the Father, and His Holy Spirit, and a personal sense of responsibility to be all God wants them to be.
2. To prepare children to successfully live balanced Christian lives in an unbalanced world.
3. To encourage them to think clearly, logically, and independently.
4. To offer an instructional program that meets the academic needs of children.
5. To develop an understanding of the world in which they live and the ability to appreciate and adjust to their environment.
6. To achieve mastery in the tools of learning and communication.
7. To develop a sense of responsibility in each child as a citizen and a Christian.
8. To develop a moral, ethical, and spiritual sense which will aid them in the application of their own personal worth and that of others.
9. To provide them with opportunities to develop an understanding of an appreciation of their own personal worth and that of others.
10. To provide opportunities to participate in wholesome forms of recreation.
11. To prepare each child for an outstanding position in life, to prepare for spiritual leadership in school, home, church, community, state, nation, and the world.

ADMISSION POLICY

For a student to be accepted at West Alabama Christian School and Preschool Enrichment Program, the following criteria must be met:

AGE REQUIREMENTS FOR PRESCHOOL

1. Infants – 6 weeks old
2. As close as possible, one to four year olds are placed in the appropriate class corresponding with age on or before September 1st of attendance year. **If space becomes limited, it is left up to the discretion of the Administration and Daycare Lead Teacher to bump students as needed.**

NECESSARY DOCUMENTS

1. Certified Birth Certificate (not hospital record) (copy required)
2. Certificate of Immunization (original blue form)
3. Social Security Card (card)

RIGHT TO WITHDRAW

The parent/guardian has the right to withdraw his/her child at any time, for any reason. Likewise, the school has the right, for any reason, to ask the student to withdraw. A student may be asked to withdraw for but not limited to the following reasons: excessive absences, failure to respond positively to correction, parents disruptive behavior and disrespect to fellow students.

REFUND POLICY

West Alabama Christian School has a **NO REFUND** policy on tuition and fees. This also includes early withdrawal, suspension, or expulsion.

CHILD CUSTODY

In cases where parents are divorced, an affidavit of the court must be supplied to the school's office in order to document the official custody arrangements regarding children enrolled at WAC. Upon request, the school will provide school records to both parents UNLESS supplied with official documents prohibiting such. It is the parents' responsibility to provide the school with updates. ONLY the custodial parent will be allowed to check out a child from school unless the school has been otherwise notified in writing by the custodial parent.

PARENT COMPLAINTS AND GRIEVANCES

The primary purpose of this procedure is to provide a prompt and equitable resolution of parent's complaints and grievances.

Level One – The parent should practice the “Matthew 18 Principle.” The resolution of a grievance through free and informal communications as close as possible to the point of origin is encouraged. A parent with a grievance must first take it to his/her immediate teacher within five (5) days of the occurrence.

Level Two - After the parent and teacher have met and there is no resolution and both parties have been informed of further resolution procedures, the aggrieved parent may consult with the principal within seven (7) days of the occurrence.

Level Three - In the event the aggrieved parent is not satisfied with the disposition of his/her grievance at Level Two, the parent shall make a request for appeal in writing to West Alabama Christian Board and Pastor within ten (10) days of the occurrence. The Board and/or Pastor shall schedule a conference within five (5) days of the written grievance with the aggrieved parent. The decision of the committee will be written and considered final in the grievance process.

VISITORS TO THE SCHOOL

Any person not employed by West Alabama Christian School, other than a student, is considered a visitor. Any time a visitor comes into the school, they must sign in with the administrator of the school, state the purpose of the visit, and receive permission to visit. This is a safety rule for students and teachers as well as serving to protect learning/teaching time. For anyone wishing to visit with the student in a classroom, please give a 24 hour notice of this visitation.

AGGRESSIVE PARENTS – Code of Alabama 1975 Section 16-28-A-1 states the following: *The school system shall provide assistance for seeking issuance of a warrant or warrants for any person or persons threatening or assaulting an administrator or teacher, and timely assistance with appropriate authorities in the prosecution of any person or persons threatening or assaulting an administrator or teacher.*

Parents that are verbally and/or physically aggressive and/or are overly argumentative will be asked to withdraw their student immediately from WAC.

BACKPACKS

Students are authorized to use backpacks. Rolling backpacks are not authorized due to the damage they cause and the safety risks associated with their misuse. Students in Four-year-old kindergarten through first grade must use backpacks that can be easily folded for storage in the classroom during the school day.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

It sometimes becomes necessary for school not to open or to close early due to severe weather conditions. This decision is made after consulting with agencies, such as the Emergency Management Agency, Alabama State Troopers Office and other weather officials. While most authorities agree children are usually safer in school buildings than elsewhere, we are sometimes requested to close school early to prevent traffic problems. When a decision is made to close, we immediately contact the local radio stations WZNJ-106.5 FM, WXAL-1400 AM, and WINL- 98.5 FM to begin making the announcement to the public. We will call homeroom mothers to notify them of the closing and ask them to call the parents of the students in their homeroom. Our office staff will monitor this calling effort to make sure that each parent is contacted. We will do this as quickly and efficiently as possible. **Parents are asked not to call the school and tie up the phone lines. We will notify the parents.**

Parents should:

- Always notify the teacher if he/she is going to deviate from his/her normal routine, i.e., go out of town.
- Make arrangements to have his/her child picked up immediately if school closes. Children get upset if he/she has to remain at school for several hours without contact from his/her parents.
- Listen to the local radio stations

If the weather conditions become severe enough to close school for the next scheduled day, the principal will notify parents through the following procedures.

1. Local radio stations will be asked to make public announcements about the school closing. If you do not hear a public announcement, please plan on school being open.
2. Teachers will attempt to contact each parent concerning the school closing.
3. Notice will placed on Renweb and Facebook

In the event that the school closes due to bad weather for a full day, parents are not charged for that day. If the daycare closes before 11:00 a.m., ½ day tuition is refunded. All closings after 11:00 a.m. is considered a full day and no refunds are applied.

BEHAVIOR AND DISCIPLINE

West Alabama Christian only uses time out and redirection for punishment of discipline problems. The amount of time a child spends in time out is dependent upon the child's age. For a two year old, two minutes is the maximum time a child can spend in time out for each offensive that he or she commits. If your child fails to listen to his or her teacher, the parent will be called and other options will be explored. **There is a no tolerance rule for any child that hits or kicks his or her teacher.**

Corporal Punishment

Teachers and/or administrator will not administer any corporal punishment to children enrolled in preschool. However, if a child behaves in a manner that is not conducive to a good learning environment, parents will be required to take appropriate action with their children. Parents are

expected to take any action that they deem necessary to help insure that the learning environment is not disrupted.

Dress Code

Children should wear washable clothing in which they will be comfortable at school. Clothing should provide children freedom to move, freedom to get dirty, and should encourage self-help. **An extra set of clothes should be kept at the school at all times (or more if the child is potty training).** Remember to change your child's extra clothes when the season changes. Shirts and shoes must remain on at all times. For infants, shirts and socks must remain on at all times. The school is not responsible for items of value brought from home. We make every effort to keep items brought from home intact, but sometimes items may be lost or misplaced, including apparel, shoes, barrettes, etc.

ALL STUDENTS IN ENROLLED AT WAC ARE NOT ALLOWED TO WEAR ANY TYPE OF HOLLOWEEN CLOTHING TO SCHOOL. PLEASE MAKE SURE THAT YOUR CHILD DOES NOT WEAR GHOSTS, WITCHES, BLACK CATS AND ETC. ITEMS ON HIS OR HER CLOTHING. HE OR SHE MAY WEAR PUMPKINS, SCARECROWS AND ETC. AS LONG AS THERE ARE NO FACES ON THE PUMPKINS.

FIELD TRIPS

From time to time, teachers will schedule field trips for students. While WAC encourages family involvement, due to liability issues, only parents or guardians are allowed to accompany students on field trips.

All field trip money is due at the time designated by teachers. If your student is unable to go on the field trip for whatever reason, **field trip money is non-refundable.**

Sometimes field trips are cancelled due to inclement weather. If a field trip is cancelled due to inclement weather, every effort will be made to reschedule the field trip. If a field trip cannot be reschedule and money has been collected for the cancelled field trip, the money will be deducted from the final tuition payment of the current academic school year.

HEALTH SERVICES

REQUIREMENTS FOR ADMINISTERING MEDICATIONS TO STUDENTS

The procedures below shall govern the administration of medications to students while at school:

1. All medication, with the exception of asthma or other breathing inhalers or asthma or other breathing aerosol treatments, must be delivered to the school by a parent or guardian. The medication will be stored in the school office. Failure to do so will result in disciplinary action. As a protection to the student, the student WILL NOT be allowed to transport medications to the school.
2. Written instructions, along with said medication(s) and completed Medical Authorization form, must be provided by the parent or guardian in order for over the counter medications to be taken.
3. For non-prescription medications, the medication must be in an original container that clearly identifies the medication. The student's name must be clearly written on the label of the container. The parent or guardian must also indicate under which specific conditions/complaints that this non-prescription or over the counter medication should be provided.
4. A completed Medical Authorization Form must be completed with written instructions by the physician in order for school staff to supervise the taking of prescription medication. Changes in medication or medication dosage will require a new Medical Authorization Form. A written note from the physician will be required if the dosage changes from the dosage directions printed on the prescription bottle.
5. For prescription medications, a pharmacy labeled container is required. The label should have the student's name, the prescriber's name, name of the medication, strength, dosage, time interval, route, and date of medication discontinuation when applicable. Samples are permitted; however, a written doctor's order including student's name and name of medication, dosage time, and dosage amount must be attached.
6. Ask your pharmacist for an extra bottle to be kept at school when you are bringing prescription medicine.
7. For a student to be approved to possess and self-medicate with an asthma inhaler or asthma aerosol treatment, a parent or guardian must complete an Asthma Self Administration Form and Parental Acknowledgement of Self-Administration Form. *Legal reference § 16-1-39, COA, 1975 As Amended*
8. Parents are responsible for picking up any remaining medications at the end of the school term or when medicine has been discontinued. A school official will dispose of medications left at school.
9. The first dose of new medications MUST be given at home, with the exception of emergency medications; e.g., EpiPen injections
10. It is the joint responsibility of the parent/guardian, student, and school personnel to see that the medication is given at the right time.
11. Medications should be given at home if all possible. Most medications prescribed for three times per day can be given before the child leaves for school, when the child gets home from school and at bedtime. In cases where the medicine must be given at school, only one dose may be administered.

12. It is the joint responsibility of the parent/guardian, student, and school personnel to see that the medication is given at the right time.
13. No prescription medications over thirty days old will be given unless prescription indicates a 60 or 90 day supply.
14. All unused medicine will be destroyed if not picked up by the parent by the last day of school.

STUDENT ILLNESS OR INJURY

Every effort will be made to contact parents by phone if a student becomes ill or is involved in an accident at school. In cases where parents cannot be notified, teachers and/or office staff will make every effort to inform parents at the earliest possible time.

FEVER

If your child runs a fever and is sent home from school, he or she **may not** return to school until he or she has spent 24 hours fever free **or** your child has a doctor's excuse. **The doctor's excuse must indicate that your child is not contagious and may return to school before his or her 24 hours has been completed.**

This policy means that if the school calls you to come get your child because he or she is running a fever (fever guidelines listed below). He or she may not return to school unless they have been home 24 hours from the time your child last had fever (not when the fever began, but the fever broke), or you have taken your child to the doctor. The doctor must write an excuse for your child to return to school the next day. The excuse **MUST SAY** that your child is not contagious and can return to school.

Fever guidelines from the American Academy of Pediatrics are as follows:

Fever without any signs or symptoms of illness in children who are old than 4 months. For this purpose, fever is defined as temperature above 101° F (38.3° C) orally, above 102°F (38.9° C) rectally, or 100°F (37.8° C) or higher taken axillary (armpit) or measured by any equivalent method. Fever is an indication of the body's response to something, but is neither a disease nor a serious problem by itself.

West Alabama Christian only checks temperatures under the armpits or orally. At no time, will we take temperature rectally.

COMMUNICABLE DISEASES

The most common communicable diseases and/or conditions are listed below with the procedures for returning to school as recommended by the State Health Department and the Communicable Disease Center (CDC).

Chickenpox: Child must stay home 7 days from the first appearance of an eruption.

Common Flu: Child must stay home if temperature is over 101 degrees.

Flu: Child must stay home at least 3 days from onset and until fever free for 24 hrs.

Impetigo: Area must be covered. For multiple lesions, child must have a statement from a physician stating the student may return to school.

Head Lice: If a child is suspected to have head lice, the child will be sent to the office. If the child indeed has head lice, the child will be sent home for treatment. The child must seek treatment for lice and nits. Parents must bring the child into the office to be checked by a designated individual prior to receiving a pass to return to class. (Most students can be treated and return to school the next day.)

Measles: MUST be reported to a doctor or Health Department. Child must have a statement from a physician to return to school.

Pinkeye: Child must have a statement from a physician to return to school.

Rashes: All undiagnosed rashes must be checked by a physician and a statement must be given to return to school.

Ringworm: (body) Student must have proof of treatment.

Ringworm: (scalp) Child must have statement from doctor or clinic to return to school.

IMMUNIZATION REQUIREMENTS

According to Alabama Law (Section 16-30-4, Code of Alabama), each pupil shall present an Alabama Certificate of Immunization upon enrollment. These certificates may be obtained from your local physician or Health Department.

All students entering Kindergarten are required to have a measles and chicken pox certificate of immunization.

LUNCHES

Alabama State Board of Education has passed a mandate that bans soft drinks in schools by the fall of 2008. The policy states: "Beginning with the 2005 – 2006 school year, no carbonated soft drinks shall be available for sale to students at any time during the school day. No vending machine display front may display any product that is not water or 100% fruit juice." This mandate further bans students from bringing soft drinks to school. Federal guidelines, under the Child Nutrition Program, prohibit fast food from being brought into the lunchroom during meal times.

In order to be in compliance with state and federal nutrition laws, **students are not allowed to have carbonated drinks in cans, bottles, or thermos. Foods purchased at local fast-food establishments are prohibited in the lunchroom.**

Breakfast, lunch and snack prices are included in tuition. Menus are posted on Renweb. Parents of infants are expected to furnish formula and bottles as needed and baby food for the infant along with schedule feeding times.

Food exceptions are not made for individual children, except in the case of allergies or special diet prescribed by a physician. A note from the physician must be in the child's file. If your child requires a special milk or food, the parent must furnish specialty milk and food.

PARTIES

Teachers and room mothers may at various times during the year schedule parties. It is acceptable and appropriate for room mothers to plan parties in collaboration with classroom teachers to celebrate holidays such as Thanksgiving, Christmas, Easter, End-of-School, and etc.

WAC does not celebrate Halloween.

WAC does not sponsor pool/swimming parties at private residencies or natural areas during the school year for liability reasons.

BIRTHDAY PARTIES

With prior permission from the teacher, parents may send food (i.e., cupcakes, or cookies) and drinks to school for their child's birthday, so long as enough is provided for everyone in the class. Please do not send party favors or "goody bags." The teacher must be notified in advance as to what items will be brought and will decide on the appropriate time to serve the food and drink. Please do not plan a family birthday party in the classroom. Birthday parties should be limited to the students in the classroom.

GIFTS DURING SCHOOL HOURS

WAC requests that special treats, gifts or surprises (e.g. balloons, flowers, etc.) for students not be sent to the school campus. If gifts or surprises are delivered to WAC, they will remain in the office until the end of the school day.

INVITATIONS

Invitations to parties outside of school may be given out at school with the permission of the teacher and only if the entire class receives one.

FUNDRAISING

From time to time, WAC will hold a fund raising project. Students are prohibited from door-to-door fund raising activities sponsored by the school or by a school-related organization. All fundraising projects must be cleared by the administration of the school first and must have full board approval. In certain cases, fundraising activities may have to be placed before the deacons of Fairhaven Baptist Church for church approval.

TUITION AND FEES PAYMENT

- Weekly rate for one child is \$110.00, for two children \$175.00, and for three children \$245.00. Tuition is due in advance and is payable on each Monday. After Monday, the account is considered past due, and a late fee will be assessed by noon on Tuesday.
- There is a \$10.00 late for all accounts in the arrears.
- If tuition and late fees are not paid by Friday, your child will not be able to return to the program until your account is paid in full.
- **Tuition is due regardless of absence. This includes illness.**
- Students who have been enrolled at WAC for 6 months will get a one-week vacation waiver per school year.
- School year runs from August 1 to July 31 of each year.
- WAC does not charge for days closed for Holidays. Please keep up with holiday closings and pay accordingly.
- Please pay with exact change. We do not have any cash on site. Any overage of money will be applied to the account.
- Please put all tuition in the locked box under the sign-in sheet. Drop checks in the slot. All cash must be placed in an envelope with your child's name on the outside.
- Please do not leave your child's tuition with the preschool teacher.
- The parent understands that failure to pay tuition and/or other fees and charges pursuant to the schedule and terms established by WAC will result in default of payment. In the event of default, WAC may attempt to work with the Parent to resolve the default on a basis that is amicable to both parties. Absent and amicable resolution, WAC reserves the right to seek other means to resolve any delinquency – dismissal, collections or small claims.

MISCELLANEOUS ITEMS

Toys Brought from Home:

The school provides toys for children in the classroom; therefore, we discourage toys being brought from home. Exceptions may be made for “security toys” during the initial adjustment period.

Potty Training/Diapers

Parents of infants and children who are not potty trained are responsible for furnishing diapers and other necessary items. If your child has begun potty training, he or she must have at least six (6) pairs of pull-ups in the school at all times; these must be marked with your child’s name. **PLEASE NO “BIG BOY UNDERWARE” OR “BIG GIRL PANTIES” UNTIL YOUR CHILD IS COMPLETELY POTTY TRAINED.** Due to health regulations we will not rinse fecal matter out of clothing. The clothes will be double bagged and sent home. The school does not assume responsibility for the potty training of children; however, we will work cooperatively with parents on an individual basis. Parents who desire the help of the school staff regarding this matter must contact the teacher.

Drop- Ins

At this time, WAC does not have drop-ins.

Holidays for Preschool and Daycare

The Daycare program is closed on the following holidays: New Years Eve and Day, Good Friday, Memorial Day, July 4th, Labor Day, Veteran’s Day, Thanksgiving Day and the Friday after, and will close for either a whole week/ ½ week for Christmas holidays depending on what day Christmas falls. In addition to holiday closings, WAC will also be closed twice each year in May and July for teacher professional development. These days are posted well in advance.

Biting

Biting is an unacceptable behavior that is a major concern to our program. Children who are over the age of two that deliberately bite more than three times during their stay in the program will not be allowed to remain at WAC. A child that is under two years of age often does not understand that he/she hurts others when he/she bites. We will exhaust every effort to change the behavior and to teach positive interaction. We understand that biting is a natural tendency that occurs in toddlers instruction; we will use redirection, separation from the group and sent home for the rest of the day as methods to deter and change the behavior. **If working with the family’s specific individual circumstances as well as the above mentioned methods fail to decrease the instances of biting, the child will not be allowed to remain in the program.**

Signing in and out - A Must

Parents must sign his or her child in and out of preschool. Please put the correct times when you drop your child off, and when you pick your child up. Do not sign someone else’s name.

Naps

Naptime is from 11:30 p.m. until 2:00 p.m. Your child is required to nap or rest during this time. Cribs and mats are provided for your child. We do ask that you send a small blanket and pillow for children ages 2 – 4. In order for infants and 1-year-olds who sleep in cribs to have a blanket, a doctor must send a signed paper stating it is okay for the child to use a blanket.

Because it causes such a disruption for students who are already napping, we ask that students not be dropped off between 11:00 p.m. and 2:00 p.m.

Hours of Operation

Our facility is opened from 6:30 a.m. until 5:30 p.m. Monday through Friday. Please be considerate of all teachers and staff. Please make arrangements to have your child picked up no later than 5:30 p.m. A late fee of \$25.00 will apply and must be paid before the child can return to the center. If a parent continues to abuse the 5:30 p.m. pick up time, he or she will be asked to remove his or her child from the program.

Taking Pictures

In the day of social media, WAC has to be very careful in what type or when to post pictures of students on Facebook or other social media sites. Please for the safety of our children do not take or post pictures of students at WAC that are not your immediate child.

Parking Lot

All parents should use the crosswalk – rain, sun, sleet, and snow. When exiting your vehicle, please walk in front of your vehicle and proceed to the crosswalk.

Playground Usage

West Alabama Christian School and Daycare is a ministry of the church. We abide by the policies of the school and church. You **may not** use the playground before or after you drop off or pick up your child. Once you sign your child out of the daycare, you, as a parent, have relieved West Alabama Christian School and Daycare of all liability of your child. Upon relieving WAC of this liability, playground and facility usages are no longer available to the public.

Jewelry

For health and safety reasons, parents are asked not to send their children into the daycare wearing jewelry – exception stud earrings. This includes teething necklaces and etc.